

## Volume VIII - E-Filing the I-131

Form I-131 (Application for Travel Document) is used to apply to U.S. Citizenship and Immigration Services (USCIS) for the following travel documents: Reentry Permit, Refugee Travel Document, or an Advance Parole Document.

### Purpose

This document provides guidance and tips for E-Filing Form I-131. This guide addresses the following topics:

- [Is E-Filing the Best Option for You?](#)
- [E-Filing Form I-131](#)
- [Forms Checklist and Concurrent E-Filing](#)
- [Confirmation Receipt](#)
- [Next Steps – Specific to Form I-131](#)
- [Supporting Documentation](#)

### Is E-Filing the Best Option for You?

E-Filing offers convenience and additional payment options. However, E-Filing is not for everyone. There are certain situations in which you must paper file. You must paper file if:

- You are applying for a fee waiver.
- You wish to request that your case be expedited or you require emergency travel authorization.
  - If you wish to E-File for a planned trip, it will need to be done well in advance of your trip.
- You are seeking Humanitarian Advance Parole. Applicants seeking Humanitarian Advance Parole are NOT eligible to E-File.
- You are filing on the basis of Temporary Protected Status (TPS) for El Salvador, Honduras, or Nicaragua, your E-Filed I-131 application will be sent to the National Benefits Center for Processing. If you want your I-131 to go to a particular Service Center, District Office, or Sub Office then E-Filing may not be the best option for you.

Please review the E-Filing web instructions for further updated guidance on [I-131 eligibility requirements](http://uscis.gov/graphics/formsfee/forms/e-i-131.htm) (http://uscis.gov/graphics/formsfee/forms/e-i-131.htm).

### E-Filing Form I-131

This is the first screen of E-Filing Form I-131. Although these questions do not appear on the paper-based form, answers to these questions are required when E-Filing. Your answers to these questions will determine where your application is sent for processing.

The screenshot shows a web browser window titled "I-131 Questions | I-131 | BCIS - Microsoft Internet Explorer provided by Securepoint". The page is from the Bureau of Citizenship and Immigration Services (BCIS) and is titled "I-131 Form: Application for Travel Document". It features a navigation bar with tabs: Overview, Filing Status, Form, Form Checklist, Certify Forms, Payment, and Confirmation. The "Form" tab is selected. The main content area is titled "I-131 Questions" and contains a list of four questions with radio button options for "Yes" or "No". Question 1 asks if there is a pending or approved I-406 Application to Register for Permanent Residence by the beneficiary. Question 2 asks if the beneficiary has been granted Temporary Protected Status. Question 3 asks if the beneficiary has an I-551 Permanent Resident Card. Question 4 asks if the beneficiary is a refugee or asylee. A "Select a BCIS Location" dropdown menu is provided for question 1. At the bottom, there are "Back", "Cancel", and "Continue" buttons, along with a link to "Please read our Secure Site Statement" and contact information for the National Customer Service Center.

## Part 1: Applicant Information

In Part 1, you will answer questions about the person or organization filing the I-131. Travel documents will be sent to the address you provide here. Remember – you are not allowed to E-File if you are outside of the United States.

The screenshot shows the 'Form I-131: Application for Travel Document' in a web browser. The 'Form' tab is selected. The page title is 'Bureau of Citizenship and Immigration Services'. The main heading is 'I-131 Form: Application for Travel Document'. Below the heading are tabs: Overview, Filing Status, Form, Form Checklist, Certify Forms, Payment, and Confirmation. The 'Form' tab is active. The section is 'Part 1. Information about the person or organization filing this petition.' It contains a list of fields with asterisks indicating required information: A #, Date of Birth: (Month/Day/Year), Class of Admission, Gender: (Male/Female), Family Name, Given Name, Middle Initial, Street Number and Name, Apt. #, City, State (dropdown), Zip Code, Country of Birth (dropdown), Country of Citizenship (dropdown), and Social Security #. A blue arrow points from the 'Zip Code' field to a yellow callout box. At the bottom are 'Back', 'Cancel', and 'Continue' buttons. A footer note says 'Please read our Secure Site Statement.'

**Zip Code Identification:**  
Your Zip Code must match your City/State. Consult [www.usps.com](http://www.usps.com) to determine the correct spelling and/or combination of City/State/Zip Code to use when entering your address.

## Part 2: Selecting Type of Travel Document

In Part 2, you will answer questions to indicate the type of travel document you are requesting, and to determine where your application is sent for processing.

The screenshot shows the 'Form I-131: Application for Travel Document' in a web browser. The 'Form' tab is selected. The page title is 'Bureau of Citizenship and Immigration Services'. The main heading is 'I-131 Form: Application for Travel Document'. Below the heading are tabs: Overview, Filing Status, Form, Form Checklist, Certify Forms, Payment, and Confirmation. The 'Form' tab is active. The section is 'Part 2. Application type (Check One).' It contains a list of options with radio buttons: (a) I am a permanent resident or conditional resident of the United States and I am applying for a Reentry Permit, (b) I now hold U.S. refugee or asylee status and I am applying for a Refugee Travel Document, (c) I am a permanent resident as a direct result of refugee or asylee status, and am applying for a Refugee Travel Document, and (d) I am applying for an Advance Parole to allow me to return to the U.S. after temporary foreign travel. A blue bracket groups options (a), (b), and (c). At the bottom are 'Back', 'Cancel', and 'Continue' buttons. A footer note says 'Please read our Secure Site Statement.'

**Processing Location:**  
If (a), (b), or (c) are selected, your application will be sent to the Nebraska Service Center for processing.

If (d) is selected, your application will be sent to either the National Benefits Center or to the location where your I-485 is pending.

### Type of Travel Document Requested

- If (a) is selected, you will answer questions related to Reentry Permit on Parts 3, 4, and 5 of Form I-131.
- If (b) or (c) is selected, you will answer questions related to Refugee Travel Document on Parts 3 and 6.
- If (d) is selected, you will answer questions related to Advance Parole on Parts 3 and 7.

## Part 3: Receiving Travel Documents

In Part 3, you will answer questions about your trip.

**Length of Trip:**  
Enter the number of days you will be on your trip.

**Navigation Buttons:**  
Do NOT use the web browser Back and Forward buttons to navigate through the E-Filing application you are filling out. Use the navigation buttons at the bottom of each screen.

## Part 4: Additional Information About Your Trip

If you are applying for Reentry Permit, you will be asked more questions about your trip in Part 4.

**Text Boxes:**  
The text box will allow you to enter more information than there is space available on the hardcopy form. The remaining information will print out on a Continuation Sheet.

## Part 5: Reentry Permit

If you are applying for a Reentry Permit, you will answer more questions in Part 5.

**Form | Part 5: Complete only if applying for a Reentry Permit | I-131 | BCIS - Microsoft Internet Explorer provided by BearingPoint**

**Bureau of Citizenship and Immigration Services**  
I-131 Form: Application for Travel Document

Overview | Filing Status | **Form** | Form Checklist | Certify Forms | Payment | Confirmation

My Forms Log out

**Part 5. Complete only if applying for a Reentry Permit.**

Since becoming a Permanent Resident (or during the past five years, whichever is less) how much total time have you spent outside the United States?

☐ less than 6 months  
☐ 6 months to 1 year  
☐ 1 to 2 years  
☐ 2 to 3 years  
☐ 3 to 4 years  
☐ more than 4 years

Since becoming a Permanent Resident, have you ever filed a federal income tax return as a nonresident, or failed to file a federal return because you considered yourself to be a nonresident? If yes, give details below.

☐ Yes ☐ No

**(Note: Effect of Claim to Nonresident Alien Status for Federal Income Tax Purposes which states:**  
*An alien who actually established residence in the United States after having been admitted as an immigrant, and who is considering filing of a nonresident alien tax return or the non-filing of a tax return on the ground that he/she is a nonresident alien, should carefully consider the consequences under the immigration and naturalization laws if he/she does so.*  
*If you take such action, you may be regarded as abandoned residence in the United States and as having lost immigrant status under the immigration and naturalization laws. As a consequence, you may be ineligible for a visa or other document for which lawful permanent resident aliens are eligible; you may be inadmissible to the United States if you seek admission as a returning resident; and you may become ineligible for naturalization on the basis of your original entry or adjustment as an immigrant.)*

## Part 6: Refugee Travel Document

If you are applying for a Refugee Travel Document, you will answer more questions in Part 6.

**Form | Part 6: Complete only if applying for a Refugee Travel Document | I-131 | BCIS - Microsoft Internet Explorer provided by BearingPoint**

**Bureau of Citizenship and Immigration Services**  
I-131 Form: Application for Travel Document

Overview | Filing Status | **Form** | Form Checklist | Certify Forms | Payment | Confirmation

My Forms Log out

**Part 6. Complete only if applying for a Refugee Travel Document.**

Country from which you are asylee or refugee:

Do you plan to travel to the above-named country? ☐ Yes ☐ No

If yes, explain below:

Since you were accorded Refugee/Asylee status, have you ever:

a. returned to the above-named country? ☐ Yes ☐ No  
b. applied for and/or obtained a national passport, passport renewal, or entry permit into this country? ☐ Yes ☐ No  
c. applied for and/or received benefit from such country (for example, health insurance benefits)? ☐ Yes ☐ No

Since being accorded Refugee/Asylee status, have you, by any legal procedure or voluntary act:

a. re-acquired the nationality of the above-named country? ☐ Yes ☐ No  
b. acquired a new nationality? ☐ Yes ☐ No  
c. been granted refugee or asylee status in any other country? ☐ Yes ☐ No

If yes, explain below:

[Back](#)

[Back](#) [Cancel](#) [Continue](#)

Please read our [Secure Site Statement](#)

Done Local intranet

## Part 7: Advance Parole

If you are applying for Advance Parole, you will answer more questions in Part 7.

**Written Explanation:**  
You will need to submit your written explanation as part of your Supporting Documentation.

## Forms Checklist and Concurrent E-Filing

The Forms Checklist provides information about each form you have filled out but not yet submitted.

**Add I-131:**  
To concurrently file another I-131 for a family member, click on "Add I-131."

- Concurrent E-Filing of multiple I-131's is only allowed for family members. This functionality should not be used to concurrently file unrelated I-131's.
- You may concurrently E-File an I-131 and I-765 only if the I-131 beneficiary can file an I-765 under the (c)(9) Eligibility Classification (i.e., the beneficiary has a pending I-485, Application to Register Permanent Residence or Adjust Status, currently at an USCIS office).
  - If you wish to concurrently E-File an I-131 with an I-765, you must fill out the I-765 first.

## Confirmation Receipt

After successfully submitting your payment, you will be taken to a Confirmation Receipt List screen.

**Confirmation Receipt List**

Form	BCIS Receipt Number	Filing Fee
I-131_Jones_J	LND480004102	\$ 110.00
I-131_Jones_G	LND480004103	\$ 110.00
<b>Total Amount Paid:</b>		<b>\$ 220.00</b>
<b>Payment Date:</b>		<b>02/19/2004</b>

Thank you for filing your BCIS benefit application electronically. Select the form link to view details for that form. Or you can select the **Finish** button to complete the filing process.

Please read our [Secure Site Statement](#).

For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 (TDD 1-800-767-1833).

- After noting your receipt number, click on the <FINISH> button. This will generate a PDF file that you may save or print for your records.
- If the PDF file does not generate, call the National Customer Service Center at 1-800-375-5283. Do NOT re-file. Your application has been submitted properly, as indicated by the receipt number on the Confirmation Receipt List.

## Next Steps – Specific to Form I-131

Follow the instructions on the Confirmation Receipt notice.

- Form I-131 applicants do not need to call the National Customer Service Center to schedule an appointment. Rather, you must submit hardcopy photos with your Supporting Documentation.

This is an example of the first page of the PDF file that should generate when you click on the <FINISH> button.

**I-131 Form: Application for Travel Document**  
**Confirmation Receipt**

BCIS Receipt Number: LND480004103  
 Concurrent Filing Identification Number: 0000  
 ASC Fingerprint Code: 02/19/2004  
 Date of Submission: J  
 First Name: J  
 Middle Name: J  
 Family Name: Jones  
 Organization Name: Jones  
 Filing Fee: \$ 110.00  
 Fingerprint Fee: \$ 0.00  
 Total Amount Paid: \$ 110.00  
 Paid by: Electronic Bank Account Debit

Thank you for filing your BCIS benefit application electronically. Your application will be electronically transmitted to the BCIS location at the address below for processing. You will receive an official Receipt Notice (Form I-797) within 7-10 days by standard mail with the same Receipt Number found at the top of this page.

**Next Steps:**

- Send supporting documentation to the address below, if required.
- For information on required supporting documentation for this application, see the BCIS Form Instructions. Links listed at the following Internet address: <http://www.uscis.gov/graphics/formsfee/forms/e-supporting.htm>
- DO attach one copy of this Confirmation Receipt as a cover page for the supporting documentation that you are submitting.
- DO keep the extra copy of the Confirmation Receipt and the copy of the application for your records.
- DO NOT send a copy of your e-filed application with your supporting documentation.
- DO NOT include any applications or fees with your supporting documentation for this e-filed application.

Please mail in any supporting documentation to this address.

U.S. Mail:  
 NEBRASKA SERVICE CENTER  
 Attn: E-Filed I-131  
 P.O. BOX 87373  
 Lincoln, NE 68501-0796

For assistance or questions regarding your application, you may call our National Customer Service Center at 1-800-375-5283 (TTY 1-800-767-1833). For the status of your application, you can access the BCIS web site at <http://www.uscis.gov>.

## Supporting Documentation

In addition to the instructions provided on the website at <http://uscis.gov/graphics/formsfee/forms/e-supporting.htm> please follow these guidelines when submitting supporting documentation:

- Submit two (2) hardcopy photos with your Supporting Documentation.
- Include a copy of the Confirmation Receipt notice when mailing in your Supporting Documentation.